

Programmatic and Institutional Knowledge Exchange Services (PIKES)

RTO 2 Event

Event #300-VV-678:

Group Meeting:

Mars Landing Working Group, is an event to be held at a Federal facility in Greenbelt, MD on June 11 – 12, 2015. It is not considered to be a conference.

Twelve participants are expected to attend the Working Group (4 NASA employees and 8 Other Government people) with Day 1 activities running from 9 AM until 4:30 PM on June 11, 2015. The Day 2 activities are to run from 9 AM to 12 noon on June 12, 2015. A classroom arrangement is needed for the room set-up but this will be with no breakout sessions or poster sessions on either day.

Contract travel is authorized for the eight participants who need transportation in connection with this event. Travel support in the form of airfare, per diem (meals), lodging, ground transportation, and rental cars is authorized. One traveler will drive to the meeting.

No honorarium, conference expenses, or material and equipment items are requested. No food and beverages are to be provided.

Labor Hours for each labor category:

Project Manager:	16 hours
Senior Event Coordinator:	59 hours
Administrative Assistant:	22 hours

The contractor shall provide fully loaded direct labor rates for all labor categories in the attached Exhibit 2A, to accomplish the following event. For additional labor categories required to address any management and/or administrative efforts to accomplish the following event that are not currently identified in Exhibit 1A, please provide them under the Direct Labor Categories and additional information under the remaining columns of the Exhibits.